

Re: Collection Database for FOIA 360-11 for Vessel M/V LST 1166
Stephanie Kercheval

to:

Stephanie Kercheval

09/06/2011 10:29 AM

Cc:

Jonathan Freedman, Richard Franklin, Mary Queitzsch, Lori Cohen,

Chris

Field, Dan Heister, Wally Moon, Earl Liverman, Mary Matthews, Sharon
Nickels, Dan Opalski, Calvin Terada, Scott Downey, Tristen Gardner,
Anthony Barber, Dave Bartus, Bruce Duncan, Cyndy Mackey, Richard Mednick,
David Allnutt, Clifford Villa, Christine Reichgott, Michael Szerlog,
Richard Parkin, Michelle Pirzadeh, Dennis McLerran, Gilberto Irizarry,
Betsy Valente, Laura-S Johnson, Eugene Lee, David Redford, Josie Clark

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Cc: Jonathan Freedman/R10/USEPA/US@EPA, Richard
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Region 10 has received an agreement from the requester for an extension
to

respond to this FOIA request. The due date is October 7.

The collection phase for uploading records to the collection database has

past. If have not yet uploaded your records to the database, please let me know ASAP. For those who have done so, please reply back to this email to report the amount of time you've spent searching for electronic records to upload to the database and amount of time spent searching for hard copy documents responsive to this request. I need your search time to calculate production cost to ensure we're within the requester's assurance of payment amount.

The next phase of this process is initiate the database to eliminate duplicate records. We would like to ask the database administrator to run this process this week. So, if you need more time to load your records, please let me know today. After the duplication elimination, the processing phase begins.

Processing deadline: September 16, 2011

All records that are converted to the processing database must be individually opened and reviewed for disclosure determination. Each individual is responsible for reviewing/processing their own set of records. The processing options for each record are: 'Release', 'Non-Responsive' or 'Withhold Category.' See page 26 for Processing instructions in the attached Collection Database Discovery document. Also attached is the FOIA exemption guidance document from OGC.

Please direct questions and emails concerning this FOIA request to:
Jonathan Freedman
Richard Franklin
Mary Queitzsch

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